



# FAMILY HISTORY

The FamilySearch Interface and Editing



# OBJECTIVES

# Today's Objectives

- Today's Fundamentals
- Understand the navigation of FamilySearch Family Tree
- Identify items on the screen that will help you navigate
- Edit people in your tree



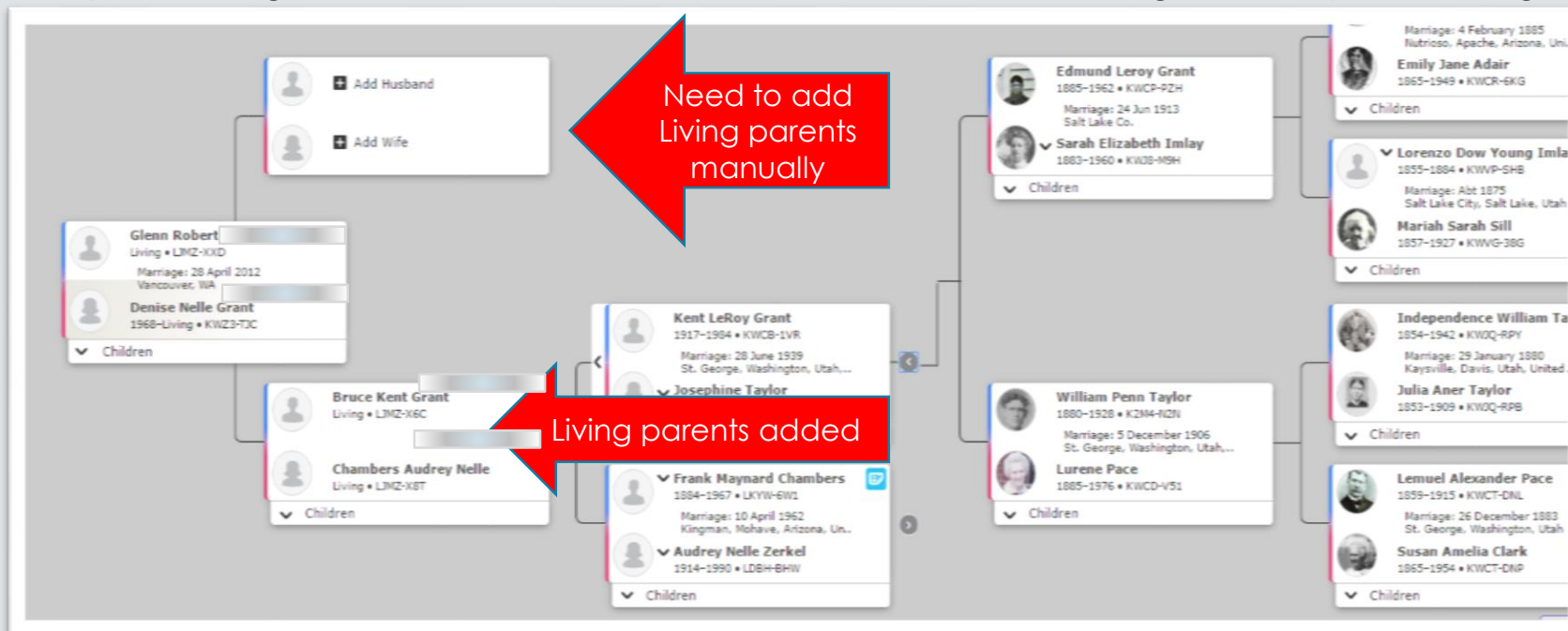
# FUNDAMENTALS

# Today's Fundamentals

- We'll bring up a few every class
- Everyone can see and attach records for the deceased
- Only the original contributor can see a living record
  - Due to privacy rules

# Private Spaces

- Individuals that are living can be added to your tree by hand
  - They must be individually added to everyone who wants to see them
- Then connect that living person to their parents and your tree will populate
- <https://familysearch.org/ask/salesforce/viewArticle?urlname=Understanding-Private-Spaces&lang=en>





# NAVIGATING THE INTERFACE

# Where you should be now...

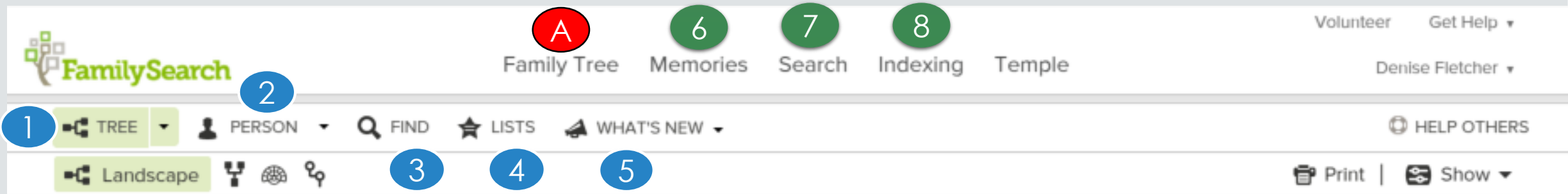
- Signed in to FamilySearch
- At FamilyTree
- Viewing one of your ancestors

The screenshot shows the FamilySearch website interface. At the top, there is a navigation bar with the FamilySearch logo and links for 'Family Tree', 'Memories', 'Search', 'Indexing', and 'Temple'. The user is signed in as 'Denise Fletcher'. Below the navigation bar, there are tabs for 'TREE', 'PERSON', 'FIND', 'LISTS', and 'WHAT'S NEW'. The main content area displays a family tree view. The central node is 'John Latta Chambers' (1860-1917) and 'Maude Johnstone' (1861-1941), who were married on 14 Jun 1883. They have four children listed: 'Frank Selby Chambers' (1837-1925), 'A. J. Johnstone' (1820-1863), 'Sarah Caldwell' (1833-1861), and 'James A. Zirkle' (1838-1912). Each child node also shows their spouse and children. For example, 'Frank Selby Chambers' is married to 'Sara Amanda Mc Donald' (1841-1911). The interface includes various icons for actions like 'Print', 'Show', and 'Help Others'.



# The Menus

Do Now







- A – Click on Family Tree – You are now in the **Main Position**
- 1. Tree – view the pedigree
- 2. Person – details screen for the individual
- 3. Find – Search for a person by name or ID
- 4. List – People you are “watching”
- 5. What’s New – in Family Search

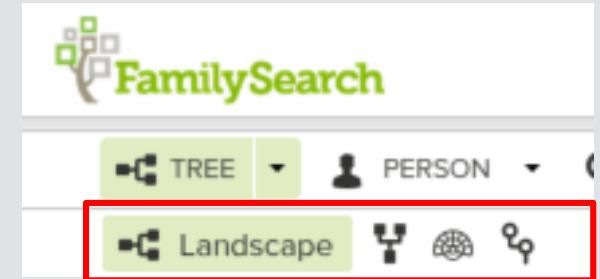
- 6. Memories – add pics, stories, documents, audio clips
- 7. Search – (At the top) – search FamilySearch.org
- 8. Indexing – Do Indexing work – leave Family Tree

# The View

Do Now

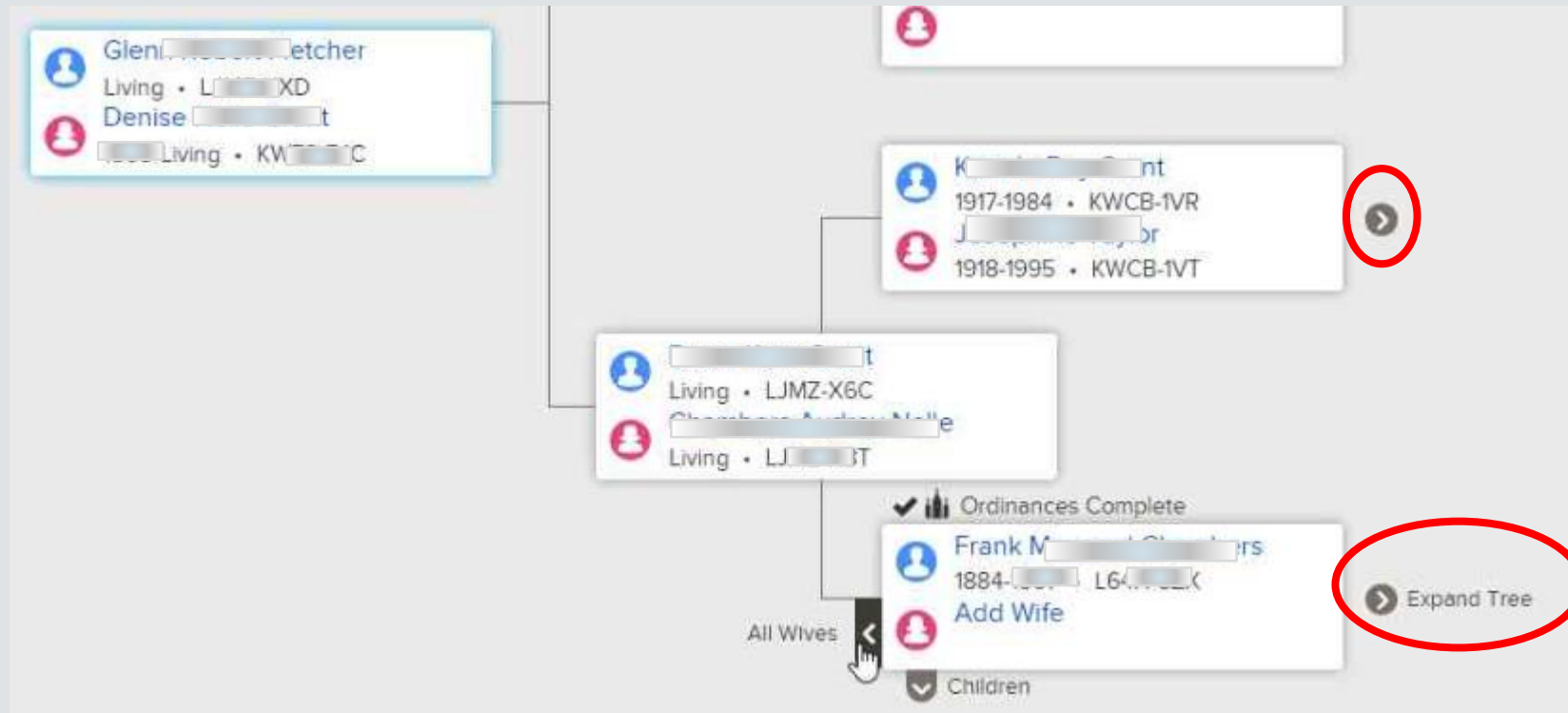
## 10.View

- Used to change how you see your data
- Descendancy  Descendancy
  - See the descendants of the person you're working on
- Fan  Fan Chart
  - View multiple generations at once
  - See where you have gaps – where to focus your research
- Portrait (e.g. 8 ½ X 11)  Portrait
  - Switch to viewing your pedigree from bottom to top instead of left to right
- Landscape (e.g. 11 X 8 ½)  Landscape
  - Makes it easy to see and focus on specific parts of your line



# The View - Continued

11. Click the right arrow next to names to expand/collapse the tree another generation
12. Hover the mouse over the “couple box” to see ordinance status, all spouses, children, and parents
13. Click a name to see a person’s “Summary Card”



# The Summary Card

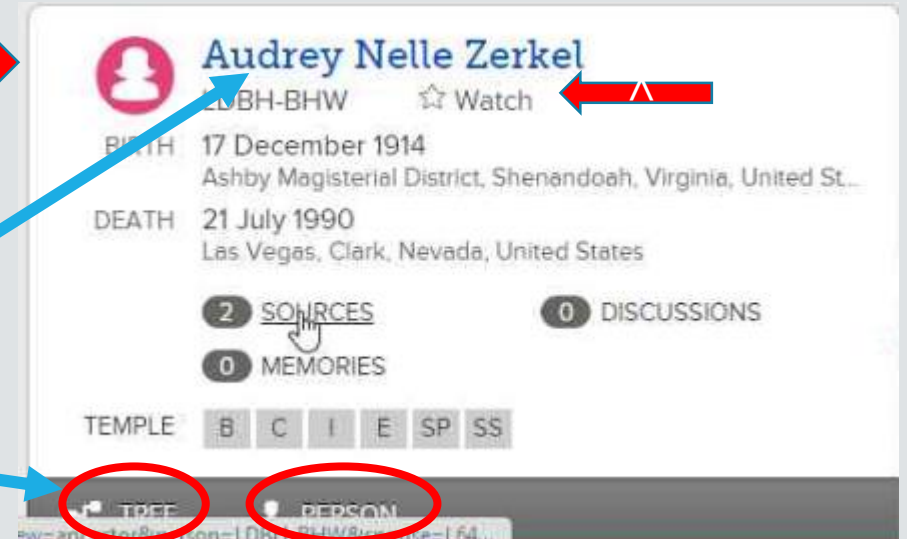
## 14. Watch/UnWatch

- The system will alert you of any changes made to the person's record

## 15. Click Tree to move the person on the Summary card to the main position

## 16. Click Person to see the details page of the person

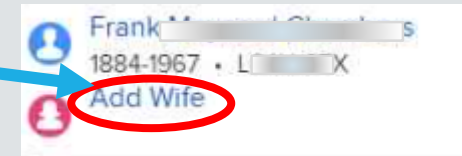
14. Or click their name



# Adding People

17. Click the “Add” link where ever you are, to add Spouses, Parents, and children

- Add these from the Details page
  - Get to it by clicking “Person” slide 12
- After clicking on “Add” you can either type in new info OR
  - Select from possible matches by searching after selecting “Add”
  - That’s for another lesson





# EDITING DETAILS

# Details Page

1. Info should open by default
  - If it doesn't, click Open/Close
2. Record hints shows possible sources
3. Research Help > Search Records
  - Search for any available records
4. Print charts
5. Latest Changes shows the last changes made to the record

The screenshot displays the FamilySearch interface for a person's details page. The main content area shows the name "Audrey Nelle Zerkel" with birth and death dates (17 December 1914 – 21 July 1990) and location (LDBH-BHW). Below this are sections for "Life Sketch" and "Vital Information". A blue arrow points from the "Record hints" section in the list to the "RECORD HINTS" panel on the right. This panel contains the text "There are no pending record hints for this person." and a "Show Details" link. Below it is a "RESEARCH HELP" section with a "Search Records" button. At the bottom is a "PRINT" section with options for "Pedigree", "Portrait Pedigree", "Fan Chart", "Family", and "Family with Sources". Two "Close" buttons are circled in red: one in the "RECORD HINTS" panel and one in the "RESEARCH HELP" panel.

# Details Page

## ◦Tools

6. Check for Possible Duplicates

7. Report abuse (if any)

8. Delete Person – Use carefully – when you've accidentally added erroneously





# Vital Information

1. Click Open/Close Details to view/hide
2. Click names/events to edit or delete them
  - Add sources to the person/event
  - Give reasons for changes when asked
  - Makes you use standardized dates and places

**Vital Information** Close

Close Details **1**

**Name**  
Victor Bergquist Edit | Close **2**

Modified | History  
22 May 2012 by FamilySearch

Sources | Tag **0**

**Gender**  
Male

**Birth**  
15 May 1880  
Kandiyohi, Kandiyohi, Minnesota, United States Edit | Delete | Close **2**

Modified | History  
30 July 2012 by Tom Stubben

Sources | Tag **1**

**Certified Copy of Birth Register for Victor Bergquist-15 May 1880**

**Christening**  
**Add**

**Death** Edit | Close **2**

26 March 1935  
Willmar, Kandiyohi, Minnesota, United States

Modified | History  
30 July 2012 by Tom Stubben

Sources | Tag **1**

**Death Certificate Bergquist, Victor 1880-1935**

**Burial**

29 March 1935  
Willmar, Kandiyohi, Minnesota, United States



# MODIFYING FAMILY MEMBERS

# Family Members

- Scroll down on the Vital Information page to edit family members

1. The person in bold is the same person
  - Appearing as the spouse on the left, and then again as the child on the right
2. Additional spouses can be added
3. Additional parents can be added
4. Select preferred spouse
5. Edit couple
6. Hide or show children
7. Add more children
8. Add children with “unknown” parents

The screenshot displays the 'Family Members' interface, divided into 'Spouses and Children' (left) and 'Parents and Siblings' (right). The interface includes a 'Close' button in the top right corner. The 'Spouses and Children' section has a 'Hide All' button and an 'Add Spouse' button (2). It lists Victor Bergquist (1880-1935, KH1N-5G2) and Olga Josephine Mathiason (1888-1931, KZLK-HP7) as a couple. Olga is bolded (1) and has a 'PREFERRED' checkbox checked. Below them are four children: Kenneth Rudolph Bergquist (1911-2007, LHPC-8JV), Harriet Victoria Bergquist (1914-1989, KZDC-557), John Gordon Bergquist (1917-1988, LHPC-8CC), and Orien Josephine Bergquist (1920-1986, KC5J-6QG). There is an 'Add Child' button (7) and an 'Add Child with an Unknown Father' button (8). The 'Parents and Siblings' section has a 'Hide All' button and an 'Add Parent' button (3). It lists Mathias Mathiason (1859-1908, K4L7-ZNX) and Alethe Petra Johnson (1863-1921, KH86-4L8) as a couple. Below them are eight children: Mathilda Nickolina Mathiason (1887-1917, KD9Q-V4J), Olga Josephine Mathiason (1888-1931, KZLK-HP7), Mamie R. Mathiason (1890-1908, KD1G-PCK), Anna V. Mathiason (1891-1953, KZ9H-MMV), Alice Ualberg Mathiason (1893-1963, KH6Z-SHQ), Natalie Florida Mathiason (1897-1927, K86N-QQJ), Myrtle Alita Mathiason (1898-1971, KC8C-GK5), and Melvina Regina Mathiason (1901-1966, KZSQ-8Y5). There is an 'Add Child' button at the bottom. Red arrows with numbered callouts (1-8) point to specific elements: 1 points to the bolded name of Olga Josephine Mathiason in both sections; 2 points to the 'Add Spouse' button; 3 points to the 'Add Parent' button; 4 points to the 'PREFERRED' checkbox; 5 points to the 'EDIT COUPLE' button; 6 points to the 'Children (4)' and 'Children (8)' expand/collapse arrows; 7 points to the 'Add Child' button; 8 points to the 'Add Child with an Unknown Father' button.

# Edit Couple

1. Delete incorrect relationships
2. Edit by clicking the name
3. Add an Event –  
Marriage, divorce, annulment, etc.
4. Click the event to edit

Couple

Husband  
Victor Bengquist

Wife  
Olga Josephine Mathiason

Events

[Add an Event](#)

Marriage  
1 May 1909  
Lake Lillian, Kandiyohi, Minnesota, United States

Sources

[Open Details](#) | [Create a New Source](#) | [Attach from Source Box](#)

[Marriage Index, Bengquist, Victor and Mathiason, Olga Josephine](#)

TOOLS

[Delete Relationship](#)

LATEST CHANGES

- [Couple Event Removed](#)  
20 September 2013  
by Tom Stubben
- [Couple Source Attached](#)  
26 April 2013  
by Tom Stubben
- [Couple Event Changed](#)  
22 November 2012  
by Tom Stubben

[Show all](#)

# Edit Parents

◦ From the Family Members section of the Details page

1. Move mouse over a name and click edit
2. Delete relationship
3. Click name to edit
4. Relationship Type – Add/Change relationship
5. Create or attach a source

